

## **Work Life Balance Policy**

All staff should enjoy a reasonable work life balance. This documents sets out our policy on supporting, encouraging and enabling all staff to maintain a healthy balance between their work and other interests and responsibilities in their life, so that they can achieve their best at work and manage other areas of their life effectively.

### **Work life Balance**

A company that is committed to work life balance:

- ✓ Recognises that effective practices to promote work-life balance will benefit both the company and its employees.
- ✓ Highlights the joint responsibility to discuss workable solutions and encourages partnership between staff and line managers.
- ✓ Communicates its commitment to work life balance to its staff.
- ✓ Demonstrates leadership and encourages senior managers to lead by example.

Employers have a duty to employees under common law and legal duties in the health and safety legislation, related legislation and the Working Time Regulations 1998. In addition the following have been put in place to encourage work life balance strategies:

- ✓ Line Managers must have regard for staff including themselves as being able to achieve their professional duties and the time required to pursue their personal interests.

Adult workers (over 18) have the right to at least a 20 minute break if they are expected to work for more that 6 hours at a stretch. The break must be in one block, preferably somewhere in the middle of the day. Any changes to the breaks would need to be consulted with staff.

Young workers who need to work for more that four and half hours have the right to a rest break of at least 30 minutes. (Those who are under 18 but over school leaving age are classed as young workers. A person is under school leaving age until the end of the summer term of the school year in which they turn 16).

### **Key aims of a work life balance policy in this company:**

- ✓ To benefit the organisation and its employees.
- ✓ To acknowledge that the needs of both the company and its employees are not static but change overtime.
- ✓ To acknowledge the need for all employees to work in partnership to identify realistic work life balance solutions.
- ✓ To operate in a fair and consistent manner.
- ✓ To take into account the equality implications of any policies introduced.
- ✓ To communicate work life balance practices to all employees.
- ✓ To include monitoring, evaluation and review of work life balance initiatives and strategies.
- ✓ To promote an organisational culture that promotes equality for all staff.
- ✓ To foster mutual self respect.
- ✓ To promote self esteem.

**The organisation is committed to the following:**

- ✓ Clear identification (through routinely/annually reviewed job descriptions) of the duties and responsibilities relating to the employees role and aid them in the delivery of their work and managing the expectations of the job.
- ✓ Working and supporting staff through training and CPD to enable them to manage their jobs effectively.
- ✓ To have in place performance management processes for all staff with realistic and agreed targets for them and related to the company's vision.
- ✓ Providing a system to encourage efficient and effective working practices and actively discourage staff from working excessively long hours.
- ✓ Consulting with staff on decisions relating to their employment.
- ✓ Granting special leave as appropriate (see employee handbook).
- ✓ Providing opportunities where possible for flexible working patterns.
- ✓ Provide an induction programme for staff appropriate to their position.

**Flexible working practices**

From April 2009 new flexible working legislation gives all parents/carers with children under the age of 17 (or 18 if a child is disabled), the right to apply to work flexibly. The legislation now also recognises spouse or adults that live at the same address as the parent/carer. This does not provide an automatic right to flexible working but employers now have a statutory duty to consider such requests seriously for all staff employed continually for 26 weeks.

A flexible working arrangement should be applied for by the employee in writing to the relevant line manager stating the type of arrangement under consideration and how ideally it would work in the context of the organisation and the needs of the team. All requests will be considered taking account of the needs of the employee, the department and the organisation and any legal requirements and will assess how best to accommodate the employees needs without impairing the needs of others or the business needs.

All requests will be dealt with sensitively and where possible the employee's needs will be met. However in balancing the needs of the organisation and department it is likely that not all requests will be able to be accommodated.

**Types of flexible working**

Not all types of flexible working will be appropriate for all roles within the context of the organisation. However, all requests must be given fair consideration. The type of flexible working may include:

- ✓ Flexi working with start and finish time.
- ✓ Flexi arrangements for lunch times.
- ✓ Part time work.
- ✓ Special leave arrangements.
- ✓ Employment break.
- ✓ Extended leave.
- ✓ Unpaid leave.
- ✓ Reduced hours.
- ✓ Flexible maternity leave.
- ✓ Parental Leave.



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This list is in no way definitive, evidently there are many more everyday situations which could affect employees working patterns. This list should be used as a reference point regarding work life balance issues.

Toyota Gibraltar Stockholdings recognises that virtually all the activities of an organisation or an individual have some impact on the environment. Our aim is to reduce the impact of our own organisation through a programme of continuous improvement.